Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006

Message Text

UNCLASSIFIED

PAGE 01 OTTAWA 03218 271447Z

44
ACTION DRC-01

INFO OCT-01 EUR-12 ISO-00 L-03 OMB-01 PER-03 SY-05 /026 W
---------- 100287
R 271353Z AUG 75
FM AMEMBASSY OTTAWA
TO SECSTATE WASHDC 7358

UNCLAS OTTAWA 3218

E.O. 11652: N/A
TAGS: AINF, OGEN
SUBJ: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

A. CONSULAR RECORDS

I. NAME OF RECORD - LOOKOUT CARD FILE, WELFARE/WHEREABOUTS FILE, ARREST FILE, US CITIZEN REGISTRATION.

II. CATEGOARY OF INDIVUDAL - CARDS FOR PEOPLE WHO LOST THEIR US PASSPORTS, INFORMATION ON CARDS REGARDING US CITIZENS WHO HAVE BEEN ARRESTED, CHARGES, INSTITUTION IN WHICH CONFINED, AND EARLIEST RELEASE DATE, MEORANDA REGARDING US CITIZENS WHO ARE MISSING OR WHO HAVE FALLEN INTO DISTRESS OF SOME KIND. CARDS OF US CITIZENS RESIDING IN CONSULAR DISTRICT.

III. CATEGORY OF RECORD - GENERAL INFORMATION REGARDING ARREST, IDENTIFYING DATA SUCH AS DATE AND PLACE OF BIRTH, ADDRESSES AND NEXT OF KIN. IN CASES OF ILLNESS, BRIEF DESCRIPTION OF AILMENT. NAME OF US CITIZENS WITH BIRTH DATA, FAMILY DATA AND ADDRESSES.

IV:. AUTHORITY - VARIOUS SECTION OF VOLUMES 7 AND 8 OF THE FOREIGN AFFAIRS MANUAL, DEPARTMENT OF STATE.

V. ROUTINE USES - OCCASIONALLY DEA, OCCASIONALLY IMMIGRATION AND NATURALIZATION SERVICE, INTERNAL REVENUE SERVICEE. VERIFICATION OF CITIZENSHIP, LOCATE US CITIZENS AND RECORD
UNCLASSIFIED

UNCLASSIFIED

PAGE 02 OTTAWA 03218 271447Z

OF PASSPORT AND CITIZENSHIP SERVICES.

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006

VI. RECORD MANAGEMENT POLICY AND PRACTICE
STORAGE - FILE FOLDERS, 5 X 8 INDEX CARDS.
RETRIEVABILITY - BY NAME (ALPHABETICAL), CONTROLLED BY
DEPARTMENT OF STATE PERSONNEL.
SAFEGUARDS - BARLOCK FILING CABINETS WHICH ARE LOCKED AFTER
WORKING HOURS.

RETENTION AND DISPOSAL - MOST ONE YEAR, SOME FIVE YEARS, AND
A FEW INDEFINITELY.

VII. SYSTEM MANAGER - CONSULAR GENERAL, CONSUL AND VICE
CONSUL.

VIII. SOURCES - US GOVERNMENT AND CANADIAN GOVERNMENT
OFFICIALS, RCMP, LOCAL POLICE OFFICIALS AND US CITIZEN
REGISTRANTS.

B. PERSONNEL RECORDS

I. NAME OF RECORD - POST PERSONNEL FILES

II. CATEGORY OF INDIVIDUAL - ALL US GOVERNMENT CIVILIAN
EMPLOYEES, ALL AGENCIES, AND DAO.

III. CATEGORY OF RECORD - THE ONLY INFORMATION CONTAINED
IN THESE FILES WHICH IS NOT ALSO CONTAINED IN OFFICIAL
PERSONNEL FILES IN THE HEADQUARTERS PARENT AGENCY IS MISCELL-
ANEOUS CORRESPONDENCE TO AND FROM THE EMPLOYEE REGARDING
ASSIGNMENT, TRAVEL, ETC., AND NOTES FROM EXTERNAL AFFAIRS
REGARDING ARRIVAL, DEPARTURE, ACCREDITATION,
IDENTIFICATION, TAX CARDS, AND MISCELLANEOUS OTHER
CORRESPONDENCE RELATING SPECIFICALLY TO A PERSON'S
ASSIGNMENT TO THIS POST.

IV. AUTHORITY - 3 FAM 093.2-1

V. ROUTINE USES - EXCEPT AS IS IMPLIED BY III. INFORMATION
FROM THESE FILES IS MADE AVAILABLE ONLY TO THOSE PERSONS WHOSE
OFFICIAL DUTIES REQUIRE ACCESS IN CARRYING OUT THE NORMAL
UNCLASSIFIED

UNCLASSIFIED

PAGE 03 OTTAWA 03218 271447Z

ADMINISTRATIVE FUNCTIONS.

VI. RECORD MANAGEMENT POLICY AND PRACTICE -
FILES ARE STORED ALPHABETICALLY BY NAME IN BARLOCKED
FILE CABINETS. POST COPIES OF PERFORMANCE REPORTS ARE
STORED SEPARATELY.

VII. SYSTEM MANAGER - PERSONNEL OFFICER, ADMINISTRATIVE

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006

COUNSELOR.

VIII. SOURCES - NA

THE ONLY OTHER DOCUMENTS WHICH MIGHT FALL UNDER THIS ACT ARE
UNSOLICITED APPLICATIONS FOR EMPLOYMENT BY US CITIZENS.

C. SECURITY FILES

I. NAME OF RECORD - SECURITY FILES. (MOST FILES MAINTAINED IN
A/SY).

II. CATEGORY OF INDIVUDAL - US APPLICANTS FOR EMPLOYMENT WITH
THE FEDERAL GOVERNMENT, INCUMBENTS WITH THE DEPARTMENT
UNDERGOING SECURITY UPDATING INVESTIGATIONS AND OCCASIONAL
SUBJECT CASES INVOLVING US CITIZENS.

III. CATEGORY OF RECORD - IN CASES OF APPLICANTS AND
INCUMBENTS WHO ARE UNDERGOING SECURITY UPDATING, THE FILES
WILL CONTAIN INFORMATION VERIFYING THEIR ACTIVITIES AND WHEREABOUTS
WHILE IN CANADA. IN SUBJECT CASES THE FILE WILL CONTAIN THAT
INFORMATION WHICHCAUSED THE FILE TO BE CREATED. FOR EXAMPLE,
MENTALLY DERANGED US CITIZEN WHO MIGHT APPEAR AT THE
CHANCERY DEMANDING TO SEE THE AMBASSADOR.

IV. AUTHORITY - 5 FAM 900 AND E.O. 10450.

V. ROUTINE USES - ON A NEED TO KNOW BASIS ANY FEDERAL
REPRESENTATIVE ASSIGNED TO THE EMBASSY SUCH AS THE LEGAL
ATTACHE WOULD BE GIVEN ACCESS TO THE INFORMATION AVAILABLE.
THIS WOULD REQUIRE A LEGITIMATE BASIS FOR INQUIRY REGARDING
THE INDIVUDAL.

UNCLASSIFIED

UNCLASSIFIED

PAGE 04 OTTAWA 03218 271447Z

VI. RECORD MANAGEMENT POLICY AND PRACTICE -
STORAGE - FILE FOLDERS AND 3 X 5 INDEX CARDS.
RETRIEVABILITY - ALPHABETICALLY BY NAME.

SAFEGUARDS - APPROVED FILE SAFES WHICH ARE LOCKED AFTER
HOURS.
RETENTION AND DISPOSAL - NORMALLY FOR ONE YEAR AND IN
SOME CASES INDEFINITELY.

VII. SYSTEM MANAGER - REGIONAL SECURITY OFFICER.

VIII. SOURCES - A/SY, LOCAL LAW ENFORCEMENT AGENCIES,
EDUCATIONAL INSTITUTIONS, EMPLOYERS, NEIGHBORS AND
OCCASIONALLY CO-WORKERS. PORTER

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006

UNCLASSIFIED

NNN

Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 27 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975OTTAWA03218
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750296-1146
From: OTTAWA
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750813/aaaaaljg.tel
Line Count: 168
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 75 STATE 172353
Review Action: RELEASED, APPROVED
Review Authority: ellisoob
Review Comment: n/a
Review Content Flags:
Review Date: 26 NOV 2003
Review Event:
Review Exemptions: n/a
Review History: RELEASED <26 NOV 2003 by ThomasVJ>; APPROVED <07 JAN 2004 by ellisoob>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
06 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
TAGS: AINF, OGEN
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006